

Annex No. 2 to the Rector's Order of September 30, 2025
on the introduction of the Student Internship Regulations at the
Polish-Japanese Academy of Information Technology

STUDENT INTERNSHIP REGULATIONS
AT THE POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

Chapter 1.
General Provisions

§ 1

The obligation to complete student internships applies to students of all first-cycle study programs and to students of the second-cycle program in Information Management.

§ 2

For each field of study, a relevant Student internship report is required.

§ 3

The student internship report includes, in particular:

- a) the duration of the internship;
- b) the student's tasks and achievements;
- c) the learning outcomes specific to the field of study;
- d) comments from both the internship provider and the student.

Chapter 2.
Internship Organization

§ 4

The Rector's Plenipotentiary for Student Internships supervises the organization and evaluation of internships on behalf of the Polish-Japanese Academy of Information Technology.

§ 5

Student internships may take place during the academic year, provided they do not interfere with the student's academic obligations.

§ 6

Students may use internship offers available on the Academic Career Office website: abk.pjwstk.edu.pl/biuro-karier/oferty or may propose an internship provider who agrees to accept them as an intern.

§ 7

Internships must be completed by the end of the course of study. Completing the required number of internship hours is a prerequisite for graduation.

Chapter 3. Internship Completion Requirements

§ 8

Student Internships are assessed by the Rector's Plenipotentiary for Student Internships.

§ 9

Internships are settled exclusively during the designated reporting periods. Information about these periods is available in GAKKO and on the Academic Career Office website (abk.pjwstk.edu.pl).

§ 10

In justified cases, appropriately documented employment, internships, or volunteer work may be recognized as student internships, provided the nature of the tasks meets the requirements of the internship program for the given field of study, and the student holds student status during the performance of the assigned tasks.

§ 11

1. A prerequisite for passing the internship is the correct completion of the internship report and submission of the necessary attachments allowing for the verification of the required learning outcomes.
2. The documents must include the signature of the representative of the internship provider.
3. Internship report templates for each field of study are available on the Academic Career Office website and in the GAKKO system.
4. After completing the internship, the student submits the completed documents in the GAKKO system. The documents are verified by the Student Internship Coordinator (Warsaw) or Faculty Internship Supervisor (Gdańsk) and reviewed electronically by Rector's Plenipotentiary for Student Internships. The report is then approved by the Students' Office.

Chapter 4. Internship Hour Requirements

WARSAW		
FACULTY	MAJOR	NUMBER OF HOURS
Computer Science	Computer Science first-cycle studies	160 clock hours
	Cognitive Science – Technology, Communication, Design first-cycle studies	160 clock hours
Culture of Japan	Cultural Studies first-cycle studies	720 clock hours
New Media Art	Interior Design first-cycle studies	200 clock hours
	Graphic Design first-cycle studies	120 clock hours
	Graphic Design and Multimedia Art first-cycle studies	120 clock hours
Information Management	Information Management first-cycle studies started before 2019	360 clock hours
	Information Management first-cycle studies started after 2018	720 clock hours
	Information Management second-cycle studies	360 clock hours

GDAŃSK		
FACULTY	MAJOR	NUMBER OF HOURS
Computer Science	Computer Science first-cycle studies started before 2018	160 clock hours
	Computer Science first-cycle studies started in 2018 and 2019	360 clock hours
	Computer Science first-cycle studies started after 2019	720 clock hours
New Media Art	Graphic Design first-cycle studies	120 clock hours

Chapter 5.
Detailed Information

§ 13

1. Internships may be completed in companies, institutions, foundations, museums, embassies, schools, and theaters in Poland and abroad, provided the assigned tasks correspond to the curriculum of the respective study program.
2. The type and number of internship hours are defined by the study plan and curriculum applicable to the given field of study.
3. On the basis of the interpretative position No. 3/2020 of the Presidium of the Polish Accreditation Committee of 21 May 2020, a new interpretation of the number of compulsory hours of student practice in the form of clock hours was introduced.
4. The English version of the internship report (Student's Internship Report) is valid only for internships completed outside Poland.
5. The Dean may appoint a Faculty Internship Supervisor. The responsibilities of the Faculty Internship Supervisor are approved by the Rector's Plenipotentiary for Student Internships.
6. Students of the Faculty of Culture of Japan must obtain a positive assessment and signature from the Faculty Internship Supervisor before submitting their documents in the GAKKO system.
7. Interior Design students are required to obtain a stamp from the Secretary Office for Interior Design confirming their eligibility to undertake an internship in a given period before submitting their documents in the GAKKO system. The stamp or a scan of it should be placed next to the student's details on the Internship Report.

Chapter 6. Final Provisions

§ 14

Internships may be either paid or unpaid.

§ 15

The University does not cover the costs associated with organizing internships.

§ 16

The internship provider may require the student to submit a Referral for Internship issued by the University. This referral is signed by the Rector's Plenipotentiary for Student Internships or an authorized person.

§ 17

University staff who have information about internship offers are obliged to pass them on to the Academic Career Office or the Rector's Plenipotentiary for Student Internships.

Annexes:

1. Internship Report for Interior Design (until 2025);
2. Internship Report for Interior Design (from 2025);
3. Internship Report for Graphic Design (Warsaw);
4. Internship Report for Graphic Design (Gdańsk);
5. Internship Report for Graphic Design and Multimedia Art;
6. Internship Report for Computer Science (Warsaw);
7. Internship Report for Computer Science (Gdańsk);
8. Internship Report for Cognitive Science;
9. Internship Report for Cultural Studies – first-cycle studies;
10. Internship Report for Information Management – first-cycle studies;
11. Internship Report for Information Management – second-cycle studies;
12. Internship Report for foreign internship providers – Student's Internship Report;
13. Referral for Internship (Polish version);
14. Referral for Internship (English version).